

DIRECT APPOINTMENT PROGRAM (DAP)

APPLICATION INSTRUCTIONS

Selection boards are held in April, October, and December. Applicants must schedule an appointment for a hiring interview with the Staff Judge Advocate (SJA) at any active duty Air Force base. Applicants need to schedule their interview appointment as early as possible, but before the 15th of the month prior to the month of the board they wish to meet. This will allow the interviewing office enough time to assemble and submit the completed application file to HQ USAF/JAX by the mandatory date of the first day of the scheduled board month. Applicants must complete and submit the following application materials to the SJA conducting the interview:

*** Form attached below**

- ☐ *Application Checklist (AF Form 1759)
- ☐ *Judge Advocate Information Form
- ☐ *Application for Appointment (AF Form 24)
- ☐ Motivational Statement (limited to 1 page, double-spaced)
- ☐ Résumé
- ☐ Full-Length Photograph (5" x 7" or 8" x 10")
- ☐ Law School Transcripts
- ☐ Undergraduate Transcripts
- ☐ LSAT Percentile (can be the report that was mailed to you—you do not need to activate your LSDAS account)
- ☐ Bar Certificate or Letter of Good Standing (if applicant is an attorney)
- ☐ *Statement of Understanding (AF Form 1758)
- ☐ *Assignment Preference Sheet (AF Form 1760)
- ☐ *Drug Abuse Certificate (AF Form 2030)
- ☐ Explanation of Drug Use (if applicable)
- ☐ DD Form 214 (if prior military)
- ☐ Officer Performance Reports or Enlisted Performance Reports (if applicable)
- ☐ *Application for Extended Active Duty (AF IMT 125) (if applicable)
- ☐ Writing Sample (Optional - 10 pages or less)
- ☐ Letter(s) of Recommendation (Optional - up to 5 letters)

Recommendation letters should be written by someone who can attest to his or her observations of your work ethic, duty performance, leadership potential, etc. Letters may be addressed to "Selection Board Members" and include the address below. Please **DO NOT** mail the letters to this address. Letters should be included as part of your application package given to the SJA conducting the interview.

HQ USAF/JAX
1500 W. Perimeter Road, Suite 3330
Joint Base Andrews, MD 20762